



SENIOR DOMESTIC COMPETITION – PERTH METRO BASKETBALL LEAGUE

Rules & Regulations

Playing Conditions

General Information

6 September 2018

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THE FOLLOWING RULES APPLY TO ALL SENIOR DOMESTIC COMPETITIONS HELD AND ADMINISTERED UNDER THE CONTROL OF BASKETBALL WA.

1 Competition

- 1.1 The Basketball WA Perth Metro Basketball League (The Competition) is conducted on a Team basis with each division of competition conducted as a separate competition.
- 1.2 The Competition shall be played in accordance with FIBA and Basketball Australia rules in force except as amended by these The Competition Rules.
- 1.3 The Competition Administrator (The Administrator) has the delegated authority from Basketball WA (BWA) to administer The Competition and to make all judgments and decisions for The Competition. This includes the right to refuse any team and/or player from participating in The Competition. The Administrator, from time to time as they see fit, may delegate their authority to another person.
- 1.4 The Administrator will set all fees for The Competition prior to the commencement of each season.
- 1.5 The Competition will be held at the Bendat Basketball Centre (The Venue) at 201 Underwood Avenue, Floreat, WA, 6014.
- 1.6 The official language of The Competition is English. All queries to officials or administrators are to be made in English.

2 Divisions

- 2.1 Divisions of competition will be as advertised on The Competition website prior to the commencement of each season.
- 2.2 Teams shall nominate the division in which they wish to play during the nomination process (See 4. below).
- 2.3 The Administrator has the authority to determine the appropriate division for any team playing in The Competition and may change the division in which a team plays at their discretion. Any such changes can be made at any time either before or during The Competition (also see 16. Grading)
- 2.4 Insufficient team numbers may result in grades being combined.

3 Seasons

- 3.1 There will be three (3) seasons of competition each year. Each season is a separate competition.
- 3.2 Competition dates may be altered at the sole discretion of BWA.
- 3.3 Playing dates during a competition may be altered at the sole discretion of BWA.

4 Team Nomination

- 4.1 Teams applying for the competition shall lodge a Team Nomination form and pay the nomination fee and Team Bond (See 5. Team Bond).
- 4.2 As part of the nomination process, each team must put forward a primary Team Contact who is responsible for the dissemination of all information to all players who have played on that team during

the season. Notice given to the primary Team Contact is deemed as notice given to all or each of the players.

- 4.3 Nominations are taken on a first-come first-served basis. Late nominations will be considered at the discretion of the Competitions Administrator.
- 4.4 Team names deemed offensive or inappropriate will be changed at the discretion of the Competitions Administrator prior to season commencement.
- 4.5 The Administrator has the authority to reject any team's application for nomination for The Competition.

5 Team Bond

- 5.1 The Team Bond (Bond) will be \$180 and will be held by Basketball WA. This may be increased between seasons at the discretion of BWA
- 5.2 All teams must have the full Bond amount lodged with BWA by no later than the end week 3 of the season. From week 4 onwards games will be stopped until teams have paid their fees.
- 5.3 Fines levied during The Competition will be deducted from the team's Bond.
- 5.4 At any time during a season should the balance of a team's bond reach or fall below \$0.00, upon notification from The Administrator, the shortage in the bond must be paid to BWA before the team shall be allowed to continue playing in The Competition.
- 5.5 If a team withdraws from The Competition during a season, they will forfeit all Bond monies to BWA.
- 5.6 If a team withdraws from The Competition at the conclusion of a season, the Bond, less fines, will be refunded.
- 5.7 All Bond refunds will be made at the conclusion of each season (including finals).
- 5.8 If a team continues to play in the immediate next season, any remaining Bond will be applied to that competition. If the amount that is applied is less than the amount specified in 5.1 above, the Bond must be increased to that amount in order for that team to participate in The Competition.
- 5.9 If a team withdraws from The Competition following the completion of a season and intend on returning to The Competition, BWA will hold onto any remaining Bond for a maximum of 3 full seasons. If the team does not return to The Competition or contact the Administrator to apply for a refund within 3 full seasons, the remaining Bond will be forfeited to BWA.

6 Registration of Players

- 6.1 In order to play in the competition all players must adhere to the following:
 - 6.1.1 Be registered for The Competition via The Competition website or the Stadium Scoring computer.
 - 6.1.2 Players participating in The Competition must be at least sixteen (16) years of age.
 - 6.1.3 Players are permitted to register and play for more than one team on any given night of The Competition, provided the teams do not compete in the same Division.
 - 6.1.4 Any game in which an ineligible player participates will be awarded to the opposition. The game will be considered a forfeit by the team found to have used the ineligible player.
 - 6.1.5 Fill-in players participating on an ad-hoc basis must record their full name and details in the electronic scoring device.
 - 6.1.6 The Administrator may prevent any player(s) from playing in any Division of The Competition should he deem that player's skill to be at a level that so exceeds that of the other players in that Division, that is a detriment to The Competition.

7 Conduct

- 7.1 If, in the opinion of the Games Controller, Referee Supervisor, Referee or any other person as described in the Basketball WA – Senior Competition Tribunal Rules (The “Complainant”), any Player, Team or Official conducts themselves in a manner that is considered detrimental to WA, the Venue or The Competition, such Player(s), Team(s) or Official(s) may be required to appear before a meeting of the Tribunal.
- 7.2 **The team captain is the only individual permitted to approach officials for questions and/or rule clarifications.** Officials may only be approached before the game, during time outs, the half time break or at the end of the game and any approach must be in an acceptable/non-confrontational manner.
- 7.3 Players who are intoxicated or in any way unfit to play as determined by the Games Controller, Referee Supervisor or Referee, are not permitted to participate in the game.
- 7.4 Any player who is assessed a disqualifying foul shall be ineligible to play in any PMBL games for a period of seven (7) days at the discretion of the Competitions Administrator. The disqualifying foul is at the discretion of the match officials and will automatically be imposed following the ejection of a player, two (2) unsportsmanlike fouls, two (2) technical fouls or one (1) of each.
- 7.5 Following a disqualification, a player may appeal the automatic seven (7) day suspension within 24 hours. This appeal must be submitted in writing to the Competitions Administrator.
- 7.6 All appeals shall be investigated by the Administrator in a timely manner.
- 7.7 The Administrator shall have absolute discretion to uphold or dismiss an appeal.
- 7.8 Any player contravening any competition rule can be reported to the Tribunal.
- 7.9 The Administrator reserves the right to suspend or expel teams from The Competition where rules have been contravened.

8 Incident Reports and Tribunals

- 8.1 Basketball WA Report Form (Report Form) is to be used to report significant matters felt to be breaches of the integrity of the Competition and the Game of Basketball. Refer to the Competition website, Administrator, Games Controller or BWA office for a copy of the Report Form.
- 8.2 It is deemed appropriate that a 10-minute cooling off period be observed before the completion of a Report Form.
- 8.3 Before deciding to proceed with submitting a Report Form, the complainant should seek, if possible, to discuss the matter with the Referee's Supervisor, Games Controller or other responsible Official.
- 8.4 Procedures for filing and the follow-up of a Report Form are contained in the Basketball WA – Senior Domestic Competition Tribunal Rules.
- 8.5 The Competition's tribunal hearings will operate under the Basketball WA – Senior Domestic Competition Tribunal Rules. A copy of those Rules can be obtained from the Competition website, Games Controller, Administrator or BWA office.

9 Protests

- 9.1 Any team wishing to protest or appeal the result of a game must record their protest in writing and submit it to the Games Controller. This must be done in the presence of the officiating Referee, signifying their intention to protest.
- 9.2 All protests shall be investigated by the Administrator in a timely manner.

- 9.3 The Administrator shall have absolute discretion to uphold or dismiss a protest. There is no right of appeal.
- 9.4 The Administrator will notify the protesting team of his decision in writing.

10 Team Scorers

- 10.1 At each game, each Team shall provide a competent scorer in addition to the players in the game (Also see 12.6.1)
- 10.2 These scorers shall be guided by the instructions of the Referees in charge of the match.
- 10.3 Players shall be allowed to score and to substitute into the game off the score bench.

11 Playing Times and Rules

- 11.1 For any given match to commence, teams must be:
 - 11.1.1 attired in correct uniform as per Rule 18;
 - 11.1.2 have at least four registered players on court ready to play;
 - 11.1.3 have one representative on the score bench as per Rule 12;
 - 11.1.4 have paid the prescribed door fee, as determined by the Administrator, for the night; and
 - 11.1.5 not be in financial arrears.
- 11.2 In the event that one team has enough players to commence the game when the Referee(s) wants to start play but the other does not, at the commencement of the game two (2) points will be awarded by the Referees to the team ready to play for each minute that the other team is late.
 - 11.2.1 Points to be added to the scoresheet at the start of the game.
- 11.3 An Un-notified Forfeit occurs when one team is unable to comply with Rule 11.1, ten minutes after the commencement of the game unless it is agreed by both teams and the Referees to commence the game at a point later than 10 minutes.
- 11.4 Playing times for the games will be two twenty-minute halves.
- 11.5 The clock will not stop during the game
- 11.6 Each team is allowed two (2) time-outs in each half.
- 11.7 Time-outs are not permitted in the last five (5) minutes of the second half.
- 11.8 The playing rules shall be FIBA Rules and Basketball Australia rules except as amended by the Basketball WA - Senior Domestic Competition Rules.
- 11.9 In the case of a game resulting in a tied score, the result will be a drawn game.
- 11.10 Should an injury occur, the clock will not stop and play will commence when the injured player has been moved from the playing area.
 - 11.10.1 If the game cannot continue due to the injury and the injury occurs in the first half, the game shall be called a draw. If the injury occurs in the second half the score at the time play is stopped shall be the final score.
 - 11.10.2 Should the next game be affected the clock will start on scheduled time. Should the game be unable to commence before the start of the second half, the game shall be called a draw.
 - 11.10.3 Should a whole game be affected by the injury, the game will be awarded as a draw.
- 11.11 In the event of a dispute regarding playing time/injury time any decision made by the Administrator will be abided by.

- 11.12 A team loses by default when, during the game, the team has fewer than two players on the court able to play. If the team defaulting is behind in the game score, the score stands. If the defaulting team was leading in the score, the opposing team then wins 20-0. The defaulting team receives 1 premiership points; winning team 3 premiership points.
- 11.13 Teams entering the competition late shall be awarded one (1) premiership point per game for every game missed.
- 11.14 Basketball WA will endeavor to provide two (2) officials per game. However, if necessary to begin and/or complete scheduled games, some games may be officiated with one (1) referee.
- 11.15 The following rules will apply for the Mixed Basketball competition only:
 - 11.15.1 Male players may not jump to block any shots at goal taken by Female players. Remaining on the floor with hands straight up in the air is acceptable. If a male player jumps to block a shot, the value of the shot shall be awarded as goal tending.
 - 11.15.2 A maximum of three (3) players from one gender may be on the court at any time
- 11.16 The following rules will apply for the Veteran Men's competition only:
 - 11.16.1 All players must be turning at least 35 years old in the year the competition begins. Any player within the division who does not meet this requirement will be deemed an ineligible player as per Rule 6.1.4.
 - 11.16.2 Any exemption to this rule must be applied for in writing to the Administrator at least seven (7) days prior to the team's next scheduled game.

12 Scoring

- 12.1 Each Players First Name, Surname and playing number must be entered into the electronic scoring device.
- 12.2 The Team Captain must be clearly identified to the Referee. Only the Team Captain is to query the Referees before, during and after a game, or during time outs.
- 12.3 The name of any player not present is to be removed from the electronic scoring device at half-time.
- 12.4 Player's names may not be added to electronic scoring device after the Referee has ruled so at half time.
- 12.5 A player who has participated in the first half of the game and whose name and number have accidentally been omitted may be added to the electronic scoring device at half time at the Referees discretion.
- 12.6 Players may choose to score if a non-playing scorer is unavailable. As such, subs may be made from the score bench during the game. Referees are not permitted to score while they are refereeing.
 - 12.6.1 If a team has five players present and available to play and no scorer, then the team can play with four players and one player must be a scorer at all times throughout the game. Alternatively if one team can provide a scorer and the other team cannot, the game can be played with one scorer on the score bench. In this situation, the team who did not supply a scorer loses the right to contest any score or foul discrepancies during or after the game.
 - 12.6.2 If a team has four players present and available to play and no scorer, then the scorer for the game will be provided by the opposition team. In this instance the team who did not supply a scorer loses the right to contest any score or foul discrepancies during or after the game.
 - 12.6.3 In the instance that both teams have four players and no scorer, the game will be considered a wash out. No premiership points will be awarded and the final score will be recorded as 0 – 0. Penalties will be assessed in accordance with Rule 14.4.2.

13 Premiership Points

- 13.1 A team winning a non-finals game shall be awarded three (3) premiership points and the losing team one (1) premiership point. Where the game results in a draw each team will be awarded two (2) premiership points. A team with a bye is awarded three (3) premiership points. Teams who forfeit will **be awarded nil (0)** premiership points. Where the game results in a wash out due to neither team supplying a scorer, nil (0) premiership points will be awarded.

14 Forfeits

- 14.1 A team forfeits a game when they:
- 14.1.1 Fail to comply with Rule 11.1.
 - 14.1.2 The actions of the team prevent the game from being played, or
 - 14.1.3 Refuse to play after being instructed to do so by the Referee or Games Controller.
- 14.2 When a game is a forfeit, the score will be 20 – 0.
- 14.3 The forfeiting team is awarded nil (0) premiership points and the winning team is awarded three (3) premiership points.
- 14.4 **Penalties and fines:**
- 14.4.1 Notified Forfeit – when a team contacts the Administrator before 5:30pm on the day of the game. A fine of Sixty (60) dollars will be levied, which will be deducted from the Bond.
 - 14.4.2 Un-notified Forfeit – when a team contacts the Administrator after 5:30pm on the day of the game, or does not comply with Rule 14.1. A fine of one hundred and twenty (120) dollars will be levied, which will be deducted from the bond.
- 14.5 If a team loses its bond by giving;
- two (2) Un-notified Forfeits,
 - three (3) Notified forfeits, or
 - one (1) Un-notified Forfeit and one (1) Notified forfeit,
- the team may be suspended from the competition at the discretion of the Administrator, or be withdrawn from and replaced in the competition immediately.
- 14.6 If a team's bond reaches \$0 during the season, they are required to pay their bond back to \$180 before their next game. Failure to do so will result in the game being delayed until payment is made.
- 14.7 Any team which is withdrawn from the competition at any time during the playing season will not receive a refund of any fees paid.
- 14.8 Provided they have paid the door entry fee on the night or paid the door entry fees for the entire season in advance, a team credited with a win due to an Un-notified Forfeit will receive a refund of the team door entry fee paid for that game from the doorperson before half-time of that game.
- 14.9 All players currently registered in a team receiving a win for a forfeited game will be credited with the game for finals eligibility.
- 14.10 If a game is forfeited after the completion of the referee roster, the rostered referees will receive normal pay.

15 Finals

- 15.1 In competitions that contain seven (7) teams or less, the four (4) leading teams shall comprise the final four. In this instance the finals series shall be played at the end of the qualifying rounds as follows:
- 15.1.1 1st Semi-Final: Teams as shown No. 1 and No. 4 on the points table.

- 15.1.2 2nd Semi-Final: Teams as shown No. 2 and No. 3 on the points table.
- 15.1.3 Grand Final: Winners of 1st and 2nd Semi-Finals.
- 15.2 In competitions that contain eight (8) teams or more, the four (4) leading teams shall comprise the A group of finals, and the teams placed from fifth (5th) to eighth (8th) shall comprise the B group of finals. In this instance both finals series shall be played at the end of the qualifying rounds as follows:
- 15.2.1 1st A Semi-Final: Teams as shown No. 1 and No. 4 on the points table.
- 15.2.2 2nd A Semi-Final: Teams as shown No. 2 and No. 3 on the points table.
- 15.2.3 1st B Semi-Final: Teams as shown No. 5 and No. 8 on the points table.
- 15.2.4 2nd B Semi-Final: Teams as shown No. 6 and No. 7 on the points table.
- 15.2.5 A Grand Final: Winners of 1st and 2nd A Semi-Finals
- 15.2.6 B Grand Final: Winners of 1st and 2nd B Semi-Finals
- 15.3 If two or more teams are level on points at the end of the regular season, positions in the standings shall be on the basis of the following:
- if a tie still exists, the team who won the most games between the sides that are tied, then
 - if a tie still exists, on percentage of points scored for as compared with points scored against in the regular seasons fixtures between the teams involved in the tie, then
 - they shall be ranked by the number produced by dividing total points scored against into total points scored for, for all fixtures in the regular season, then
- 15.4 Teams level on competition points who have incurred a forfeit during the regular season shall be exempt from the provisions of rule 15.3 and will automatically be positioned below the respective tied teams.
- 15.5 To be eligible to play in finals a player must have played in at least one third (1/3) of his/her team's qualifying games. Byes are not qualifying games.
- When a team plays 7, 8 or 9 qualifying games during a season, a player must have played in at least three (3) of those games.
 - When a team plays 10, 11 or 12 qualifying games during a season, a player must have played in at least four (4) of those games.
 - When a team plays 13, 14 or 15 qualifying games in a season, a player must have played in at least five (5) of those games
- 15.6 In the case of injury, or any other reason deemed sufficient by the Competition Administrator, special consent may be given to allow a player who has played less than the required number of games to participate in finals. Permission must be applied for in writing. In the case of injury/illness, a timely dated medical certificate will be required to be supplied.
- 15.7 The Competition Administrator shall make decisions regarding disputes arising from eligibility of players to participate in finals. Finals times will be posted on Notice Boards and on the Competition Website. Any enquires regarding finals are to be directed to the Competition Administrator.
- 15.8 In Finals the games shall be of two twenty-minute halves – as above. In Grand Finals, the last three minutes of the second half will be fully timed. Timeouts may be taken during the fully timed period.
- 15.9 In the event of a tied score at the end of regulation time, an overtime period of three minutes will be played. In semi-finals, overtime will be a running clock. In Grand Finals, overtime will be fully timed. Each team will be given an additional timeout.

16 Grading

- 16.1 Following the closure of the nominations period, a manual grading will be done at the discretion of the Administrator, teams may be promoted to a higher division or relegated to a lower division than the division they nominated for.

- 16.2 The Administrator reserves the right to transfer any side to any division, to balance the competition, based on the past performance of the team (also see Rule 2. Grades)

17 Injury

- 17.1 In the event of a player being injured during the game, the nature of the injury should be recorded in writing and handed to the Games Controller. This document must be signed by the Games Controller or the on Duty Venue Officer.
- 17.2 In the event of blood on a player's shorts or top it is the responsibility of each team to carry a replacement. The shorts or top must be replaced and not turned inside out before the player can return to the court. If the replacement shorts or top is of a different colour the 5-point uniform penalty will not apply. The spare top is not required to be numbered in this case only.

18 Playing Uniform (Requirements and penalties for non-compliance)

- 18.1 The following are components of a player's uniform that must comply to the corresponding rules:
- 18.1.1 **Tops** – Rule 18.5
 - 18.1.2 **Shorts** – Rule 18.6
 - 18.1.3 **Shoes** – Rule 18.7
- 18.2 To take the court, a player must be in a complete uniform, and only that uniform, as per Rule 18.
- 18.3 Uniforms must be of sufficient quality as determined by the Competition Administrator and in their absence the Games Controller.
- 18.4 Uniforms shall not contain offensive words or graphics.
- 18.5 **Tops**
- 18.5.1 Tops shall be of the same colour or design but not necessarily the same as the shorts.
 - 18.5.2 Tops shall be of singlet style or sleeveless.
 - 18.5.3 Trim on tops must be the same. Team or Club emblems, team or player names and sponsorship of any kind are all deemed to be trim.
 - 18.5.4 Tops shall be numbered on both the front and the back as prescribed below.
 - 18.5.4.1 Numbers on the front must be a minimum height of 100mm and a maximum height of 150mm.
 - 18.5.4.2 Numbers on the back must be a minimum height of 150mm and a maximum height of 250mm.
 - 18.5.4.3 Numbers must contrast with the playing top and clearly visible.
 - 18.5.4.4 Permitted numbers are 0 through 99 inclusive. All other numbers, including 100 and above, are not permitted.
 - 18.5.5 Garments worn under a playing top shall be short sleeved or sleeveless compression, and shall only be black, white or the same colour as the predominant colour of the playing top. T-Shirts will not be allowed.
 - 18.5.6 In the event of a clash of colour of playing top, the team listed on the right side of the electronic scoring device will be required to change their tops.
 - 18.5.6.1 A limited number of BWA tops are available for this purpose at no charge to the team.

18.5.6.2 The Referees and or Games Controller will have the final decision regarding the ability to differentiate between the two playing tops.

18.5.7 In the event a team does not have enough tops on the night for all its players, it may hire BWA tops at a cost of \$20.00 per set per game. Should BWA not have a set available for hire, the team must use the tops it has and penalties for non-conforming tops will apply.

18.6 **Shorts**

18.6.1 Players must be wearing Shorts, not just tights or compression garments. Shorts shall be of the same colour but not necessarily the same colour as the top.

18.6.2 Shorts shall be free of any external encumbrances such as zips, buttons, buckles, pockets, belts, belt loops, cords, etc. Garments such as track suit pants, bicycle shorts, board shorts, bathers and leotards are unacceptable attire.

18.6.3 Trim on shorts must be the same. Team or Club emblems, team or player names and sponsorship of any kind are all deemed to be trim.

18.6.4 Shorts shall be no longer than the bottom of the knee.

18.6.5 Garments worn under shorts shall be limited to compression garments and tights. These must be black, white or the same colour as the predominant colour of the playing shorts.

18.6.6 Stripes on shorts are acceptable if there are no more than 2 stripes on either side and that the individual stripe is no wider than the width of a thumb.

18.7 **Shoes**

18.7.1 Regulation basketball shoes or cross trainers must be worn and have non-marking soles.

18.7.2 Socks are not required to be worn with shoes.

18.7.3 Compression socks can be worn.

18.8 Uniforms which have become faded or discoloured, during a season, to such an extent that they cause confusion to the Referees, or which are damaged or badly torn, will be referred to the Games Controller and then to the Administrator.

18.8.1 The Administrator will then set a time limit for the uniforms to be replaced.

18.8.2 During this time, the team will be required to use alternate tops. Should the team be unable to provide alternative tops, BWA tops will be provided at a cost of \$20.00 per game.

18.8.2.1 Cost of the BWA tops must be paid on the night prior to the start of the game.

18.8.2.2 All BWA tops must be returned at the end of the game. If not, the cost of replacement will be deducted from the team's bond.

18.9 For every player who is not in full correct uniform, the opposing Team will be awarded five (5) penalty points. It is not 5 points per item; each player can only receive one 5-point penalty.

18.9.1 Points shall be added to the score of the non-offending team at half-time.

18.9.2 The Referees shall administer this rule, and if there is any confusion, The Games Controller will make the final decision.

18.10 Scarves, gloves (except as per rule 18.11 below), and jewellery cannot be worn on court. Any jewellery that cannot be removed must be taped.

- 18.11 Fingernails should not protrude beyond the visible line of the finger. If so they must be taped. Soft Velcro sealed netball gloves may be worn but only over long fingernails.
- 18.12 Should a player have any type of clothing, accessory, jewellery, implant or piercing, that cannot be removed from their person or clothing, and in the discretion of the Referee(s) is a danger to other players, then, that player will not be allowed to play in that game.
- 18.13 Exemptions to uniform requirements can be made if a medical certificate or other extenuating circumstances are presented in writing to the Competitions Administrator.

19 Care of Venues

- 19.1 Any club, team player, official or other person responsible for causing DAMAGE to the Venue may be required to pay the reasonable cost of reinstatement or be required to pay a charge towards such cost, as determined by the Administrator. Any person/ (s) affected under this clause shall be entitled to present their case in writing and be heard at a meeting of the Tribunal. The Administrator may lay a charge against such person(s) requiring that person(s) to appear before the Tribunal.

20 Alteration to the Rules

- 20.1 A rule may be altered, added to, rescinded or inserted by resolutions of the Competition Administrator. All alterations to these rules must be ratified by the BWA Board or its delegated authority. Rule changes will become effective upon ratification.

21 Notification

- 21.1 Decisions of the Administrator notified to the team contacts shall be deemed to be official notification. Whilst the Administrator will accept documents received by mail from teams which are required to lodge such documents, it is the responsibility of the sender to verify such lodgment.

22 Items not Covered

- 22.1 In any matter not specifically covered by these by-laws, the Administrator will make the necessary ruling.

23 Participation

- 23.1 All players participating in the Senior Competition organised by Basketball WA **do so at their own risk**. Basketball WA accepts no claims for loss or damage to private property.

24 Team Contacts

- 24.1 It is the team's responsibility to ensure that the Administrator has two contact persons for the team - A primary contact and a secondary contact. The team shall provide a telephone number and e-mail address for each contact person.